

Gift acknowledgement guidelines

Dear Ask a Pro,

I thought I would ask this question – though I believe the answer is probably simple (maybe more of a learning opportunity and reminder for some of us)...According to federal guidelines, we are to include the following on a gift acknowledgment

- Name of the organization
- Amount of the cash contribution
- Date of the donation
- A statement that no goods or services were provided by the organization to the donor in return for the contribution
- The acknowledgement must be contemporaneous, meaning that the donor must have possession of the acknowledgement before filing a tax return deducting the contribution

In Florida, it seems there is an ADDITIONAL requirement that we include the state charitable registration number on all receipts as well? I was initially taught that the state required statement of registration was to be included only on solicitations including pledge reminders. Is this a relatively recent requirement or are non-profits in general not so great at observing this requirement on receipts as well as

solicitations?

Sincerely,

Am I in Compliance

Dear Am I in Compliance,

You are correct that many nonprofits are unaware or have not been following the compliance requirements of the Treasury Department (IRS) and the Florida Secretary of State (Department of Consumer Affairs).

For more on the Federal requirements, check out Guidestar's recent update on those at:
http://trust.guidestar.org/2013/11/15/qa-what-are-the-current-irs-gift-acknowledgement-guidelines/?utm_source=Links+You+Need+November+2013&utm_campaign=August+2012&utm_medium=email

Regulation of charitable organizations in Florida, falls under the Department of Consumer Affairs.

Every charitable organization or sponsor which is required to register under s. 496.405, F.S., must conspicuously display in capital letters the following statement on every **printed solicitation, written**

confirmation (*gift acknowledgement*), receipt, or reminder of a contribution:

“A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL,

The statement must include a toll-free number for the division that can be used to obtain the registration information of the charitable organization.

When the solicitation consists of more than one piece, the statement must be displayed prominently in the solicitation materials. **The toll-free number of the department is 1-800-HELP-FLA (435-7352) – When calling from within the state of Florida (850) 410-3800**

More information can be obtained from the website of the State Department of Consumer Affairs at:
<http://www.freshfromflorida.com/Divisions-Offices/Consumer-Services/Business-Services/Charitable-Organizations>

Hope this is helpful.

Your Ask a Pro Team